

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Receipt and Processing of Correspondence from
Non-Agency Sources

1. This memorandum is for your information.
2. Receipt of Correspondence: Correspondence comes to the Agency from non-Agency sources through four principal transmission mediums: delivery by the Post Office Department; Interdepartmental Courier Service; letter drops; and direct liaison exchange with other Departments of the Government, foreign embassies, and private enterprise.
3. Delivery by the Post Office Department: The address of the Agency is 2430 E Street, N. W., or simply Washington 25, D. C. These are the only address forms employees are authorized to use in correspondence with outside sources.

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4. Delivery by Interdepartmental Courier Service: The Interdepartmental Courier Service delivers unclassified mail to and between Government Agencies. No deliveries or collections are authorized at private residences or commercial establishments. The Agency Mail and Courier Service operates an inter-Agency courier run for classified materials. delivery points twice each day. Mail received through these sources is sorted in the central Agency mail room and delivered to the registry of the Organizational component concerned.

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EXECUTIVE REGISTRY FILE

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5. Letter Drops:

6. Direct Liaison Exchange: Nearly every component of the Agency has a need to conduct liaison with another agency of the Government, a foreign embassy, or private enterprise. Correspondence received from liaison sources may be delivered by special messenger directly to the addressee, or hand-carried by the officers concerned. Classified mail may be transmitted through the Office of Logistics Courier Service via one or more of the ☐ pickup and delivery points. Otherwise, mail from liaison sources will be sent through the regular mail to a specific addressee.

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7. Logging Procedure:

8. Determination of Routing: Mail will be opened at the component registry unless it is apparent from the address that it should be forwarded unopened to the addressee.

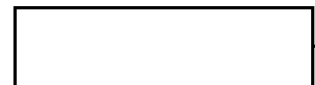
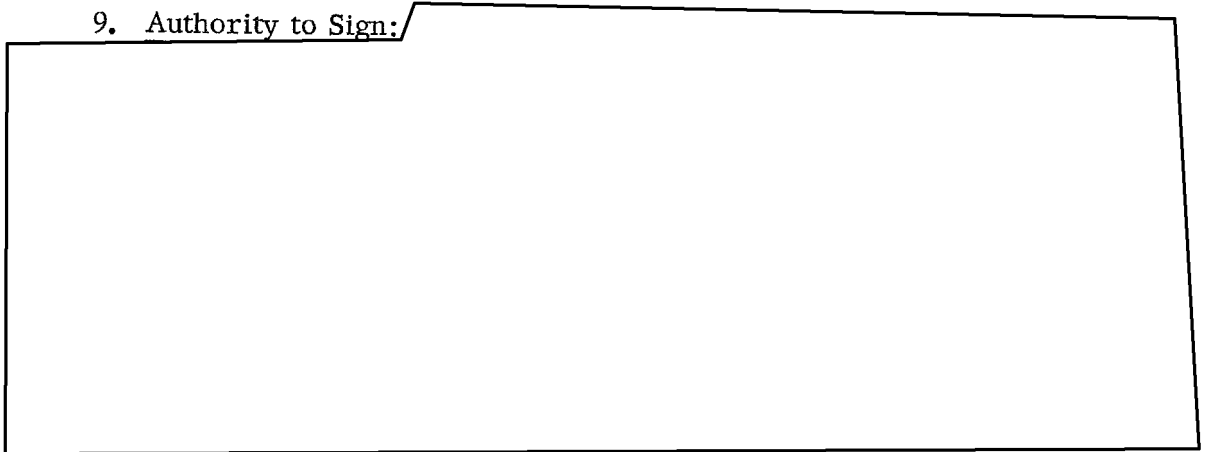
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9. Authority to Sign:



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L. K. White
Deputy Director
(Support)

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OFFICE OF THE DEPUTY DIRECTOR

Mr. Kirkpatrick -

Attached of interest.



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